

# **Indiana State University**

## **Social Event Protocols and Procedures**

## *Philosophy*

These protocols and procedures outline the requirements student organizations must follow to remain in full compliance with **University Policy 435: Alcohol Policy for Student-Related Events**.

Indiana State University is dedicated to excellence in learning, discovery, engagement, and inclusiveness. The university strives to transform the lives of students through a high-quality education infused with experiential learning, community engagement, and career-readiness. Indiana State University supports a community of care, where students, staff, and faculty support and care for one another and model living a high sense of personal honor and integrity.

Indiana State University recognizes the risks associated with alcohol consumption and associated conduct which may undermine the intellectual climate of the university. Moreover, high risk or dangerous alcohol use inhibits the opportunity for maximum intellectual development, respect for the rights of others, and a sense of community and citizenship.

Indiana State University is dedicated to enhancing the quality of student life at Indiana State by empowering members of campus organizations, fraternity and sorority life, and overall campus community through advising with a developmental approach, educating with a purpose, and cultivating partnerships. With this effort the unit strives to develop a community that enables individuals to make values-based decisions, learn tangible skills and contribute to the betterment of the local community.

To that end, these protocols and procedures were developed using industry standards and practices that aid students in creating a safe and fun environment for all social events with alcohol. Additionally, it is the responsibility of each organization, as a self-governing organization, to educate members on proper risk management procedures laid out henceforth.

## *General Protocols*

- Only student organizations recognized and registered with the Office of Student Activities and Organizations are eligible to host events where alcohol is served. The organization must be in good standing at the time of the event request and remain in good standing at the time of the event.
- Organizations must abide by federal and state law, local ordinances, University policies, and umbrella/national/international organization requirements (if applicable) to host an event with alcohol.
- Events with alcohol will be PROHIBITED during the following weeks/weekends of the school year, of which are determined by the university academic calendar:
  - Finals week of the Spring and Fall semester
  - Study week of the Spring and Fall semester
  - First weekend of the Spring and Fall semester following Syllabus Week
  - Weekend leading into Fall Break
  - Weekend leading into or during Spring Break
  - Winter Break and Summer Break.
- Events with alcohol may be no longer than 4 hours in duration; with functions Sunday through Thursday to be concluded by midnight. Functions occurring on Friday's and Saturday's must conclude by 2:00am.
- Organizations are expected to register their social event with the Office of Student Activities and Organizations at least 7 business days in advance of the event.
- Organizations are required to meet with a staff member of Office of Student Activities to get their event approved. An approved event can only occur after a consultation meeting.
- Failure to enforce these protocols constitutes a violation of **University Policy 435** and will subject the organization to disciplinary action.

## *Definition of Terms*

- "Event" will be interpreted as any function associated with an organization and/or if a common individual would identify it as an organizational event.
- "Conclude" refers to the end of an event when all the guests have left the premises and all music and distribution of food and drinks have ceased.
- "Party" will be defined as any social gathering; alcohol does not need to be present and there is no member amount required to meet the definition.
- "Common Source of Alcohol" will be interpreted as any container which holds more than one single serving (i.e., kegs, jungle juice, etc.).
- "Hard Alcohol" will be interpreted as any alcoholic drink that has been distilled. These types of beverages have alcohol by volume (ABV) above 15%

### *Definition of an Event with Alcohol*

An event with alcohol is defined as any social event, program, or activity that involves the consumption of alcohol by attendees and includes any of the following elements:

- The event is communicated verbally, electronically, or by other means in advance of the event and invites members, non-members, and/or alumni to the event.
- Tickets are sold for the event.
- Prepayments or reservations are made for the event (i.e., RSVPs, Guest List, etc.).
- Space is reserved (on or off campus) for the event.

Examples of events involving alcohol are but not limited to:

- Tailgates, parties, formals, semi-formals, fundraisers, barn dance/hayride

## *Social Event Procedures*

1. The organization, members, and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking (21) age may possess, sell, consume, provide, or be provided with alcoholic beverages.
2. Organizations, members, and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on organizational premises or at any activity or event sponsored or endorsed by the organization.
3. Alcoholic beverages must either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (2) brought by individual members and guests through a bring your own beverage ("BYOB") system.
  - a. The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any organizational premises or at any event, except when served at an event by a licensed and insured third-party vendor.
4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. Alcoholic beverages may not be purchased with organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
6. An organization may not co-host or cosponsor, or in any way participate in an activity or event with another group or entity that purchases or provides alcohol.
7. An organization may not co-host or cosponsor an event with a bar, event promoter, or alcohol distributor; however, an organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter event.
8. An organization is responsible for the actions of its members and guests. Individuals who appear visibly intoxicated arrive with a high level of impairment, or exhibit behaviors inconsistent with safe participation must be denied entry and removed from the event.
9. Attendance by non-members at any event where alcohol is present must be by invitation only, and the organization must utilize a guest list system. Attendance at events with alcohol may not exceed local fire or building code capacity of the organizational premises or host venue.
10. Organizations, members, or guests may not permit, encourage, coerce, glorify, or participate in any activities involving the rapid consumption of alcohol, such as drinking games (i.e., water/beer pong, funnels, beer die, etc.).

11. Organizations must provide water for all attendees as a non-alcoholic option. These must be individual, sealed containers, and should not be a common source.
12. Organizations are required to obtain licensed and insured security or sworn law enforcement officers for events with alcohol. The security officers are responsible for checking the identification of the individuals prior to gaining entry into the event.
13. Sober monitors are required for events with alcohol. It is expected to have 1 sober monitor for every 20 guests.
14. (If Applicable) If your National/International Risk Management Policy is stricter, it is expected that you will follow that policy/expectation.
15. Any event or activity related to the new member joining process (i.e., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to “bid night,” “Big/Little” events or activities, “family” events or activities, and any ritual or ceremony.

It is important to remember that even “unofficial” organization events can be perceived as an organization event if an outside observer can reasonably associate the activity with the group. Therefore, sound risk management practices should be considered and implemented any time members come together – regardless of location.

### *Guest List*

A complete and accurate attendance/guest list must be submitted to the Office Student Activities and Organizations advisor no later than two business days prior to the event.

- List will include all organizational members and all guests.
- Guest limit of three guest per active organization member.
  - Alumni ARE NOT considered active members of the organization. To be an active member of the organization an individual must be enrolled in Indiana State University courses.
  - Additionally, the guest limit is 1:1 per organizational member for any alcoholic event where organized travel is involved.
- Guest list must include the following: Full Name (First + Last), Student ID#, and a clear indication if an individual is over the age of 21 years old.
  - If an individual is not an Indiana State University student, it must include date of birth and college/university (if applicable)
  - All guests listed shall be specified by the member of the organization that invited the guest. There shall not be an “open invite” for any event.
- Once the organization submits a guest list it is FINAL. There should be no alterations or changes to the list once it has been submitted to the Office Student Activities and Organizations.
- On the day of the event a sober monitor will be charged with using the guest list to permit entry into the event.
  - If an individual that was not on the finalized guest list is admitted entry into the event premises the organization may receive disciplinary action.

### *B.Y.O.B Event*

Organizations hosting a Bring Your Own Beverage (BYOB) understand that all beverages that enter the event premises cannot be over the alcohol by volume (abv) of 15%. To ensure the best risk management practices further protocols and procedures are offered below.

- All attendees aged 21 and older can bring alcohol and check their alcohol with the host organization.
  - All alcohol must be checked into a single designated location within the event premises.
  - All alcohol entering must be in a sealed and not previously opened container.
- The designated alcohol location and alcohol distribution must be overseen by sober monitors. Sober monitors are responsible for distributing one drink at a time. This is not permitting sober monitors to “pour drinks.”
- Sober monitors that are responsible for facilitating alcohol distribution must be at least 21 years of age.

- Attendees under the age of 21 who try to bring alcohol must be turned away.

### *Co-host/Co-sponsored Events*

To ensure the best risk management practices for events where there is more than one host organization, further protocols and procedures are offered below.

- Both organizations must adhere to these protocols and procedures.
  - Both organizations must adhere to each respective National/International Risk Management Policy (if applicable).
- Both organizations must have members as sober monitors for the event.
- In order to limit overloaded capacities all co-host/co-sponsored events will be a 2:1 guest per member ratio.

### *Sober Monitors*

All events at which alcohol is present shall have a sober monitor team that are members of the host organization. If an event is co-sponsored, each sponsoring organization must provide a sober monitor team. The number of sober monitors needed by an organization is determined by the number of guests. There must be 1 sober monitor for every 20 guests.

Sober monitors shall not consume any alcohol leading up to or during an event.

The role of a Sober Monitor is but not limited to:

- Monitor entrances, or fire exits
- Beverage distribution (both alcoholic and non-alcoholic)
- Monitor for intoxicated attendees
- Identify risky behavior
- Reduce and/or eliminate the behavior by calmly addressing the situation and removing the guest/member if necessary.



### *Violations of Protocols or Procedures*

Any failure to abide by alcohol event protocol and procedures will result in disciplinary action of the RSO and/or individual members handled by The Office of Student Support and Accountability (SSA) as highlighted in University Policy **435.3 Disciplinary Action**.

Disciplinary Action is/are consequence(s) placed upon student organizations when deemed responsible for a violation(s) of specified protocols, procedures, or policy(ies). In assigning an outcome for inappropriate student behavior The Office of Student Support and Accountability will consider:

- Facts of the case as presented
- Type and severity of offense
- Degree of involvement by accused organization
- Previous incidents of violations committed by the organization

Range of Disciplinary Actions (see below)

*Regardless of an organization's offense tier (first, second, or third) other outcomes can be given if deemed appropriate by the sanctioning body.*

Offense	List of Possible Outcomes
First	<ul style="list-style-type: none"><li>▪ Written Warning</li><li>▪ Verbal Warning</li><li>▪ Educational Sanction (i.e., Alcohol101+ Course, Workshop, etc.)</li><li>▪ Social Probation (i.e., Stricter Guest Limit)</li><li>▪ Other</li></ul>
Second	<ul style="list-style-type: none"><li>▪ Loss of Privileges (i.e., No Intramurals)</li><li>▪ Campus Restriction (i.e., Cannot Reserve Campus Space)</li><li>▪ Social Suspension - Organization is not permitted to host a social event for a set period of time.</li><li>▪ Other</li></ul>
Third	<ul style="list-style-type: none"><li>▪ Cease &amp; Desist (C&amp;D) – An interim action to protect the health or safety when an organization or individual has engaged in conduct that poses a substantial risk to the University students, staff, community, or operations.</li><li>▪ Revocation of Recognition Status - The organization has lost its official status at Indiana State University for a set period of time; all operations cease immediately.</li><li>▪ Other</li></ul>

## Examples of Violations

- Unregistered Social Event on Organizational Property
  - In the event a function (party, hangout, kickback, etc.) occurs on the organization's property and is unregistered.
- Unregistered Social Event on Organizational Members Property
  - In the event a function occurs at a location not listed as the organization's property but would be reasonably identified as an organizational event and is unregistered.
- Submission of False Guest List or Not Adhering to the Submitted Guest List
  - The organization fails to submit a guest list and still holds an event, the guest list submitted is false or incomplete, guests are permitted to enter the organization event without being listed on the guest list are all violations that will receive disciplinary action.
- Alcohol Consumption & Distribution
  - The organization fails to adhere to the Bring Your Own Beverage (BYOB) protocols such as not checking the alcohol to a designated location, the Third-party Vendor protocol such as not licensed/insured, Common-source Alcohol is present (i.e., jungle juice, etc.).